



CITY OF SCOTTS VALLEY

PLANNING DEPARTMENT
One Civic Center Drive • Scotts Valley • California • 95066
Phone (831) 440-5630 • Facsimile (831) 438-2793 • www.scottsvally.org

USE PERMIT APPLICATION

Please Note: Signature of the property owner is required

U _____ - _____
Fee: _____
Receipt #: _____
Date: _____
R'cvd. by: _____

Site address and/or location: _____

Assessor's Parcel Number(s): _____ Zoning: _____

_____ Zoning: _____

Applicant: _____ W-Phone: _____

Company: _____ Cell phone: _____

Mailing Address: _____ FAX: _____

City, State, Zip: _____ E-mail: _____

Property Owner: _____ W-phone: _____

Mailing Address: _____ Cell phone: _____

City, State, Zip: _____ FAX: _____

Please Note: The staff report, meeting agenda, meeting minutes and all related follow-up documents will only be mailed to the applicant and property owner(s), unless otherwise requested.

Proposal (brief description of the proposed use; see "Project Description"):

Required Information and Attachments:

- Property owner signature on application or authorization form authorizing agent to act on behalf
- One copy of "Will Serve" letter from the Water District if a water meter will be required
- One copy of Assessor's Parcel Map with subject property outlined
- One copy of the Deed or recent Title Report (within the past six months)
- Project Description that includes:
 - _____ all of the proposed uses/activities that will occur inside the building(s)
 - _____ all of the proposed uses/activities that will occur outside the building(s)
 - _____ hours of operation (Monday-Sunday)
 - _____ total number of employees and the number of employees on the largest shift
 - _____ number of existing and proposed parking spaces
 - _____ all of the types of proposed noise-generating equipment (provide specification sheets)
 - _____ estimate of water consumption
 - _____ estimate of discharge and any unusual water discharges (for commercial and industrial)
 - _____ any energy conserving techniques employed in the operation or design
 - _____ construction schedule
 - _____ signage (describe all existing signs on the property or building, any proposed changes to the existing signs, and any proposed new signs). Check with Planning Department staff if Design Review approval by the Planning Commission is also required with a separate application).
- Table of Uses that includes:
 - _____ all uses/activities and their proposed square footages (e.g., areas designated for retail, office, warehouse, R&D, residential, open space, parking, landscaping etc.)
 - _____ number of residential units and density (number of units per gross total land area)
 - _____ number of existing and proposed parking spaces

Submit 10 full-size sets AND 6 reduced-size sets (11" x 17") of the following:

- Site Plan – Drawn to scale (minimum 1/8" = 1' or 1" = 10'):**
 - _____ topography (2-foot or 5-foot contour intervals)
 - _____ average slope [slope = 0.00229 x contour interval (feet) x combined length of contour lines (feet), divided by the gross area in acres of the total parcel being developed (square feet)]
 - _____ all roads, rights-of-way, easements abutting or crossing the subject property
 - _____ all existing and proposed buildings and structures
 - _____ all existing and proposed building setbacks from property lines or right-of-ways
 - _____ all parking areas (including existing and proposed width and length dimensions)
 - _____ trees qualifying as protected trees (proposed for removal or to remain)
 - _____ wells, springs, streams, septic system tank, leach field, laterals, water lines, hydrants, etc.
 - _____ proposed details for: signs, accessory structures, parking areas, streets, circulation, loading areas, pedestrian walkways, curb, sidewalks, lighting, open space areas, debris or storage area, curb radii, horizontal and vertical curves and sight distance for entrances to street and any signs to be erected

- Floor Plan(s) – Of all floors, drawn to scale (minimum 1/4" = 1' or 1/8" = 1'):**
 - _____ all dimensions
 - _____ all uses labeled

- Building Elevations – Of all 4 sides of structure(s), drawn to scale (min. 1/4" = 1' or 1/8" = 1'):**
 - _____ natural/existing grade and proposed/finished grade
 - _____ height
 - _____ exterior materials and colors
 - _____ rooftop equipment (including height and materials and colors of screening)
 - _____ separate elevation and screening of any trash enclosures

- Landscaping Plan* – Prepared by a licensed landscape architect (unless waived by Planning Department staff), and drawn to scale (minimum 1/8" = 1' or 1" = 10'):**
 - _____ table listing total number of trees, shrubs, plants, rocks, etc., species, locations, and sizes
 - _____ predominantly (75-80% of total landscaping) drought-tolerant, native plants
 - _____ efforts to control erosion and siltation
 - _____ efforts to block and screen unsightly objects or uses
 - _____ elevations or architectural drawings showing structures (shade structures, gazebos, etc.)

* Please refer to the "City of Scotts Valley Policy Statement for Water Conservation for New Development" handout available in the Planning Department.

- Drainage Plan – Drawn to scale (minimum 1/8" = 1' or 1" = 10'):**
 - _____ all drainage-ways
 - _____ all drainage easements (existing and/or proposed)
 - _____ sized inlets, culverts and drainage lines
 - _____ ultimate disposition of storm water runoff
 - _____ approximate slope of drainage channels

- Grading Plan – If earthwork involves over 50 cubic yards of cut and/or fill:**
 - _____ slopes and contours
 - _____ setbacks and drainage
 - _____ erosion control (including retaining walls)

 **Please Note:** In some cases, the scope of a proposed project may warrant additional copies of plans or changes or deletions to the minimum scale and size of plans, as determined by staff.

Other Requirements:

- Geologic or Geotechnical Soils Report (if required by the Community Development Director)
- Copy of a contract with a qualified archaeologist that will monitor the earth work of the proposed project (if the City determines that the project requires monitoring)
- Please contact the **Scotts Valley School District** office to discuss the potential impact your project may have over and above the statutory fees required (831) 438-1820.



If your project is near any interim or perennial streams, the **State Department of Fish and Game** may have permit requirements that could impact the processing time of your project. You should contact this agency and address any concerns they may have.

State Department of Fish and Game	Phone: (707) 944-5500
ATTN: Environmental Services	Alt. Phone: (831) 475-9065 (Dave Johnston)
P.O. Box 47	E-mail: djohnston@dfg.ca.gov for Dave Johnston
Yontville, CA 94599	Website: www.dfg.ca.gov



If your project is near Zayante soils, indicating the potential habitat for federally protected species (Ben Lomond spineflower, Ben Lomond wallflower, Mt. Hermon June beetle, Scotts Valley polygonum, and Zayante-band winged grasshopper), the **U.S. Fish and Wildlife Service** may have permit requirements that could impact the processing time of your project. You should contact this agency and address any concerns they may have.

Fish and Wildlife Biologist	Phone: (805) 644-1766
U.S. Fish and Wildlife Service	Fax: (805) 644-3958
Ventura Office	E-mail: roger_root@r1.fws.gov
2493 Portola Road, Suite B	Website: http://ventura.fws.gov/
Ventura, CA 93003	



If your project is near an aquatic environment, including wetlands that serve as habitat for interrelated and interacting communities and populations of plants and animals, the **Army Corps of Engineers** may have permit requirements that could impact the processing time of your project. You should contact this agency and address any concerns they may have.

U.S. Army Engineer District	Phone: (415) 977-8600
Civil Works Office - San Francisco	Fax: (415) 977-8316
333 Market Street, Room 923	Website: www.usace.army.mil
San Francisco, CA 94105-2197	



Please Note: Signature of the property owner is required. If the property owner is unavailable to sign this application, an original letter of authorization from the property owner is required.

I certify that all of the information supplied in this application is true and that the plans are accurate to the best of my knowledge:

Signature of Property Owner

Date

Printed Name of Property Owner

Signature of Property Owner

Date

Printed Name of Property Owner